

CHAPTER 5

MARKING

Section 1

General Provisions

5-100 Marking and Designation Rules

All classified information shall be identified clearly by electronic labeling, designation or marking. If physical marking of the medium containing classified information is not possible, then identification of classified information must be accomplished by other means. The term “marking” is intended to include the other concepts of identification. Classification markings must be conspicuous. Marking is the principal means of informing holders of classified information about specific protection requirements for that information. Marking **and designation** of classified information are the specific responsibility of original and derivative classifiers. Markings and designations serve these purposes:

- a. Alert holders to the presence of classified information.
- b. Identify, as specifically as possible, the exact information needing protection.
- c. Indicate the **level** of classification assigned to the information.
- d. Provide guidance on downgrading (if any) and declassification.
- e. Give information on the source(s) of and reasons for classification of the information.
- f. Warn holders of special access, control, or safeguarding requirements.

5-101 Exceptions

No classification or other security markings may be applied to any article or portion of an article that has appeared in a newspaper, magazine, or other public medium. If such an article is evaluated to see if it contains classified information, the results of the review **shall** be kept separate from the article. However, the article and the evaluation may be **filed** together.

Exceptions to specific marking requirements are included with the discussions of the markings.

5-102 Marking **Classified Documents and Other Material**

a. Classified documents must bear the following markings. Material other than ordinary paper documents must have the same information either marked on it or made immediately available to holders by another means. (Specific requirements for each type of marking are found in Section 2 of this chapter.) Requirements for special types of documents are covered in Section 3. Marking material other than paper documents is covered in Section 4. Required markings are:

- (1) The overall classification of the document.
- (2) The agency, office of origin, and date of the document.
- (3) Identification of the source(s) of classification of the information contained *in the* document and, for originally classified information, a concise reason for classification.
- (4) Declassification instructions, and any downgrading instructions that apply. This requirement does not apply to documents containing Restricted Data (**RD**) or Formerly Restricted Data (**FRD**). This information is not marked with declassification instructions.
- (5) Identification of the specific classified information in the document and its **level** of classification (page markings and portion markings).
- (6) Control notices and other markings that apply to the document.

b. The holder of an improperly marked classified document should contact the document originator to obtain correct markings.

Section 2

Specific Markings on Documents

5-200 Overall Classification Marking

Every classified document must be marked to show the highest classification of information it contains. This marking must be conspicuous enough to alert anyone handling the document that it is classified. The overall classification will be marked, stamped, or **affixed** (with a sticker, tape, etc.) on:

- a. The front cover, if there is one.
- b. The title page, if there is one.
- c. The first page. If the document has no front cover, the first page will be the front page. If it has a cover, the first page is defined as the first page you see when you open the cover. In some documents, the title page and first page may be the same.
- d. The outside of the back cover, if there is one.

5-201 Agency, Office of Origin, and Date

Every classified document must show on the first page, title page or front cover (hereafter referred to as the face of the document), the agency and office that originated it, and the date of origination. This information must be clear enough to allow someone receiving the document to contact the preparing office if questions or problems about classification arise.

5-202 Source(s) of Classification

a. Originally Classified Documents. Every originally classified document must have a “Classified by” line placed on the face of the document that identifies the original classification authority responsible for classification of the information it contains. The original classification authority shall be identified by name or personal identifier and position title. If the information normally included on the “Classified by” line would reveal classified information not evident from the rest of the document, the “Classified by” line should be completed with an unclassified personal identifier that can be traced through secure channels. Example:

CLASSIFIED BY: ASD(C3I)
or
CLASSIFIED BY: S-3, 504 MIB

b. Derivatively Classified Documents.

Derivatively classified documents shall not be marked with a “Classified by” line. Instead, they will be marked “Derived from” and the line completed as follows:

(1) If **all** the information was derivatively classified using a single security classification guide or source document, identify the guide or document on the “Derived from” line. Include the date of the source document or classification guide unless the identification of the classification guide implicitly includes the date. Example:

DERIVED FROM Rpt titled: **XXXX**
dtd _____ or

DERIVED FROM: SCG Pgm _
dtd _____

(2) If more than one security classification guide, source document, or combination of these provided the derivative classification guidance, place “Multiple Sources” on the “Derived from” line. If “Multiple Sources” is placed on the “Derived from” line, a record of the sources must be maintained on or with the **file** or record copy of the document. When feasible, this list should be included with all copies of the document. If the document has a bibliography or reference list, this may be used as the list of sources. Annotate it to distinguish the sources of classification from other references.

c. Combinations of Original and Derivative Classification. If some information was originally classified at the time of preparation of the document and other information was derivatively classified, mark the document with a “Classified by” line and place “Multiple Sources” on the line. (The responsible original classification authority shall be identified by position title as one of the “sources” in the list prepared to be maintained with the file or record copy of the document.)

5-203 Reason for Classification

Each originally classified document shall bear a concise statement of the reason for classification, determined by the original classifier. This shall be included on a line accompanying the “Classified by” and “Declassify on” lines on the face of the document. A citation of the appropriate category of information listed in Section 1.5 of E.O. 12958 will satisfy this requirement. (See subsection 2-301, above, for the list

of categories.) Example

CLASSIFIED BY: **ASD(C3I)**
REASON: Foreign Relations or

REASON: 1.5(d)

Note that this marking is NOT required on derivatively classified documents.

5-204 **Declassification** Instructions

Every classified document (except those containing Restricted Data and Formerly Restricted Data) must be marked on the face of the document with a “Declassify on” line, with instructions concerning the declassification of the information in the document. The “Declassify on” line shall be completed according to the following rules:

a. Originally Classified Documents. If all the classified information in the document is classified as an act of original classification, the original classifier must specify the instruction (a date or event less than or equal to 10 years, or an indication that the information is exempt from the 10-year declassification rule) to be placed on the line. If any of the information in the document has been exempted from the 10-year rule (see subsection 4-202, above), the “Declassify on” line will be completed with an “**X**,” followed by a number or numbers that show the applicable exemption category or categories from paragraph 4-202b, above.
Examples:

CLASSIFIED BY: **ASD(C3I)**
REASON: 1.5(d)
DECLASSIFY ON: X2 or

CLASSIFIED BY: S-3, 504 MIB
REASON: Military Plans
DECLASSIFY ON: 20 Jan 1999 or end of
Engineering/Manufacturing/Development (**EMD**)

b. Permanently Valuable 25-Year-Old Documents Exempted from the 25-Year Rule. Only those permanently valuable 25-year-old documents that are approved as exempted from the 25-year automatic declassification system (see Chapter 4, Section 3) will be marked with the designator, “**25X**,” along with the number of the exemption category. The exemption categories are listed in paragraph 4-301a, above. Unless the information concerns a confidential human source or a human intelligence source, the document must also be marked with the declassification date or event set by the exempting authority. An example would be a document exempted from automatic declassification at 25 years that would reveal information

that would impair U.S. **cryptologic** systems or activities, and that was to be declassified on 25 April 2030 might be marked as follows:

CLASSIFIED BY: **ASD(C3I)**
REASON: **Cryptologic** Systems
DECLASSIFY ON: 25X3 or

CLASSIFIED BY: **ASD(C3I)**
REASON: **Cryptologic** Systems
DECLASSIFY ON: 25X3, 25 Apr 2030

A document that would reveal the identity of a confidential human source would be marked: “Declassify on: 25X1.” These markings shall be applied when the exemption from the 25-year rule is approved. Normally, this will mean replacing an older declassification instruction with the exemption marking. Agencies need not apply a “25X” marking to individual documents contained in a file series exempted from automatic declassification until the individual document is removed from the file.

c. Derivatively Classified Documents. In derivative classification, different declassification instructions may apply to the various items of information in your document. To ensure that all the information in the document is protected for as long as necessary, the MOST RESTRICTIVE declassification instruction that applies to any of the information in the document shall be placed on the “Declassify on” line.
Examples:

(1) If all the information in the document has THE SAME declassification instruction assigned, and that instruction is an allowable option under E.O. 12958, place that instruction on the “Declassify on” line. The “allowable options” are a date for declassification, an event for declassification, or an exemption marking. Example:

DERIVED FROM: Multiple Sources
DECLASSIFY ON: 25X3 or

DERIVED FROM: SCG Program_____
DECLASSIFY ON: Source dtd 15 July 1995

(2) If all the information in the document has been extracted from a pre-14 October 1995 document marked “OADR,” place the statement “Source marked OADR” on the “Declassify on” line, along with the date of the source document. (Example: You extract classified information from a document dated 3 June 1992 and marked “OADR.” You mark your document, “Declassify on: Source marked OADR; Date of source: 3 June 1992.”) If there is more than one such source, use the latest date found on any of them. Example:

DERIVED FROM: Cite Source
DECLASSIFY ON: Source marked OADR,
d a t e d

(3) If your document is classified by “multiple sources,” and different declassification instructions apply to information you include, you must determine the MOST RESTRICTIVE declassification instruction that applies to any of that information and place it on your “Declassify on” line. The following procedure applies:

(a) If declassification dates are specified for ALL of the information in the document, place the latest date (the date farthest in the future) on the “Declassify on” line. (Example: Your information is extracted from documents marked for declassification on 20 March 1998, 1 June 2002 and 3 April 2009. Mark your document “Declassify on 3 April 2009.”)

(b) If the sources of classification indicate a combination of a date or dates with an event or events, indicate that declassification should occur on the latest date or the occurrence of the event(s), whichever is later. (Example: One source specifies “Declassify on 3 August 2001”; the other is marked “Declassify on completion of tests.” Mark your derivatively classified document “Declassify on 3 August 2001 or completion of tests, whichever is later.”)

(c) If any of the information in the document does not have a definitive date or event for declassification, you **will** have to determine which marking is most restrictive. The following rules apply:

1 If you are using information classified under E.O. 12065 or earlier Orders, any information with an indefinite declassification is treated as though it is marked “OADR.” (For example, if you are using information classified under E.O. 10964 that indicates “Group 3,” this would be treated as though it is marked “OADR.”) When using several sources of information classified under previous Executive Orders that are marked or treated as “OADR,” the “Source dated” line **will** show the source with the most recent date. (For example, with one “OADR” document dated 2 August 1989 and one marked “Group-3” and dated 3 December 1962, the new document would be marked “Declassify on: Source marked OADR; Source dated 2 August 1989.”) No matter what combination of indefinite declassification instructions and document dates you use as your derivative guidance, you need only find the document with the most RECENT DATE and this will determine what the “Source dated” line is going to be. Whatever the “Declassify on” line indicates will be your “Source marked” line. (If you

have three documents, each marked “OADR,” and with the dates of 2 September 1990, 3 December 1992 and 5 October 1995, the most recent date (5 October 1995) is the “Source dated” line. You would mark your document “Declassify on: Source marked OADR, Source dated 5 October 1995”)

2 Sources marked with E.O. 1295810-year exemption markings require a different approach. With documents marked “X1” through “X8,” complete your “Declassify on” line with the exemption marking found on the sources. (You have two sources you use in making a derivative classification decision. Their declassification instructions are “X1” (14 October 1995) and “X2” (18 October 1995). Your declassification instruction would be “Declassify on: **x2.**”)

3 Sources marked with E.O. 1295825-year exemption markings will normally have definite declassification dates indicated. The exception is information marked “25X1” and concerning the identity of a confidential human source. This information will not have a declassification date, and will always be considered your most restrictive source. Mark your document “Declassify on: 25X1.”

4 With sources having a combination of these types of declassification instructions, you must analyze the combination to determine which is most restrictive. Generally, the most current source document would provide your declassification on line. For example:

<u>Source</u>	<u>Declassify on:</u>
Source 1	OADR dtd April 85
Source 2	17 Mar 99
Source 3	OADR dtd Ott 90

The derived document would be marked as follows:

DERIVED FROM: MULTIPLE SOURCES
DECLASSIFY ON: SOURCE MARKED
OADR DTD OCT 90

This information would be subject to declassification 25 years from the date of its origin, thus the date of the source document should always be **placed** on the declassification instruction line.

If the source information included exemption categories, the same process applies. Example:

<u>Source</u>	<u>Declassify on:</u>
Source I	25X2 (weapons of mass

	destruction)
Source 2	17 March 99
Source 3	X5 (foreign government information)

The derived document would be marked as follows:

DERIVED FROM: MULTIPLE SOURCES
DECLASSIFY ON: X5

The information can be extended in successive ten year increments, therefore, the X5 exemption category becomes the most restrictive declassification guidance.

d. Combinations of Original and Derivative Classification. If the classification of the document is through a combination of original and derivative classification, determine the declassification instruction by following the rules in paragraph 5-204.c, above. Use the instruction supplied by the original classifier as if it came from a source document or classification guide.

5-205 Downgrading Instructions

Downgrading instructions are not required for every classified document, but must be placed on the face of each document to which they apply. Mark the document "Downgrade to Secret on..." and/or "Downgrade to Confidential on..." and add the appropriate date or event. (Note: A downgrading instruction is used in addition to, and not as a substitute for, declassification instructions.) Downgrading instructions shall not be applied to documents containing foreign government information or Restricted Data or Formerly Restricted Data.

5-206 Identification of Specific Classified Information

Every classified document must show, as clearly as is possible, which information in it is classified and at what level. Specific marking of each portion ("parenthetical portion marking") shall be used.

a. Each section, part, paragraph, and similar portion of a classified document shall be marked to show the highest level of classification of information it contains, or that it is unclassified. When deciding whether a subportion is included in the term "similar portion," the criterion will be whether the marking is necessary to eliminate doubt about the classification of its contents.

(1) Portions of text shall be marked with the appropriate abbreviation ("TS," "S," "C," or "U"), placed in parentheses immediately before the beginning

of the portion. If the portion is numbered or lettered, place the abbreviation in parentheses between the letter or number and the start of the text.

(a) Portions containing Restricted Data and Formerly Restricted Data shall have abbreviated markings ("RD" or "FRD") included with the classification marking, for example, "(S-RD)." Critical Nuclear Weapon Design Information shall be marked with an "N" in separate parentheses following the portion marking: "(S-RD)(N)."

(b) Portions of DoD documents containing foreign government or North Atlantic Treaty Organization (NATO) information shall include identification of the foreign classification in the parenthetical marking, for example, "(UK-S)" or "(N-S)." Use the letter "R" to identify NATO or foreign government Restricted information.

(c) The abbreviation "FOUO" is used to designate unclassified portions that contain information that may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA). See Appendix C for details.

(2) Subjects and titles of classified documents shall be marked to show their classification. Use the same abbreviations as for other portions, but place them in parentheses after the subject of title. This is the only exception to the placement rule.

(3) Charts, graphs, photographs, illustrations, figures, drawings, and similar portions of classified documents must be marked to show their classification. Captions or titles of these portions must also be marked.

(a) Charts, graphs, and similar items shall be marked with the unabbreviated classification, or "UNCLASSIFIED," based on the level of classified information they contain or reveal. The marking shall be placed within the chart, graph, etc., or next to the item.

(b) Captions and titles of charts, graphs, etc., shall be marked as required for text portions (see subparagraph 5-206a(1), above). The marking will indicate the classification of the caption or title, not of the chart itself. (See also paragraph 5-401, below.)

b. If an exceptional situation makes individual markings of each portion clearly impracticable, a statement may be substituted describing which portions are classified and their level of classification. Such a statement must identify the information as specifically as parenthetical portion marking. For classification by

compilation, the statement required by subsection 5-302, below, meets this requirement. A waiver is not required in these situations.

c. Documents containing information classified by compilation (as described in subsection 2-400, above) shall be marked as follows:

(1) If portions, standing alone, are unclassified, but the document is classified by compilation, mark the portions “(U)” and the document and pages with the classification of the compilation. You must also add an explanation of the classification (see subsection 5-302, below).

(2) If individual portions are classified at one level, but the compilation is a higher classification, mark each portion with its own classification, and mark the document and pages with the classification of the compilation. Cite the explanation for the classification by compilation on the Classified By/Derived From line or with the record copy of the material.

d. Waivers of the requirements of this subsection may be granted only by the Director of the Information Security Oversight Office. Waivers granted before 14 October 1995 by DoD officials are no longer valid. Requests for waivers from DoD Components shall be forwarded to the Principal Director (Information Warfare, Security & Counterintelligence), ODASD(I&S) for submission to the Director, 1S00. Waiver requests for Special Access Programs will be forwarded to the Director, Special Programs, ODTUSD(P)PS, who will then forward them to the Director, 1S00. The waiver request must include the following:

(1) Identification of the information or class of documents for which the waiver is sought;

(2) A detailed explanation of why the waiver should be granted;

(3) The Component’s judgment of the anticipated dissemination of the information or class of documents for which the waiver is sought; and

(4) The extent to which the documents subject to the waiver may be a basis for derivative classification.

5-207 **Page** Marking

a. Each interior page of a classified document (except blank pages) shall be conspicuously marked, top and bottom, with the highest classification of the information on the page. These markings must stand

out from the balance of the information and thus a particular size is not specified. Pages containing only unclassified information shall be marked “UNCLASSIFIED.” Blank interior pages will not be marked.

b. An alternative interior page marking scheme is the same as described above except that each page is marked with the highest classification of information in the document. If this alternative is used, parenthetical portion markings must be used instead of the means specified in paragraph 5-206 b., above.

5-208 **Special Control and Similar Notices**

Besides the following, other notices may be required by other DoD Directives. Unless another Directive prescribes different placement, these additional control notices shall be placed on the face of the document.

a. Restricted Data. Documents containing Restricted Data shall be marked:

“RESTRICTED DATA”

“This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.”

b. Documents containing Formerly Restricted Data, but no Restricted Data, shall be marked:

“FORMERLY RESTRICTED DATA”

“Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144.b, Atomic Energy Act, 1954”

c. The Director of Central Intelligence (DCI) establishes policies and procedures for the control of dissemination of intelligence information. The current DCI Directive on this subject is at Appendix E.

d. COMSEC Material

The following marking will be placed on classified COMSEC documents before release to contractors. Apply it when the document is created if release to contractors is likely.

“COMSEC Material - Access by Contractor Personnel Restricted to U.S. Citizens Holding Final Government Clearance.”

e. Dissemination and Reproduction Notice-s

Classified information that *is* subject to specific dissemination or reproduction limitations maybe marked with notices such as:

“Reproduction requires approval of originator or higher DoD authority”, or

“Further dissemination only as directed by (insert appropriate office or **official**) or higher DoD authority.”

f. Special Access Program Documents

Special Access Program documentation and information may be identified with the phrase “Special

Access Required” and the assigned nickname, codeword, **trigraph**, or digraph.

g. For **Official** Use Only. See Appendix C for guidance on the marking of For **Official** Use Only information contained in classified documents.

h. Other Special Notices

Other requirements for special markings on Restricted Data and Formerly Restricted Data, intelligence and intelligence-related information, **COMSEC** information, technical documents, NATO-classified information, and other information are found in DoD and other agency directives and publications. Consult the references (Appendix A) for further guidance.

Section 3

Marking Special Types of Documents

5-300 Documents with Component Parts

If a classified document has components likely to be removed and used or maintained separately, each component shall be marked as a separate document. Examples are annexes or appendices to plans, major parts of a report, or reference charts in a program directive. If the entire major component is unclassified, it may be marked on its face, top and bottom, “UNCLASSIFIED,” and a statement added: “All portions of this [annex, appendix, etc.] are Unclassified.” No further markings are required on such a component.

5-301 Transmittal Documents

Transmittals are documents that have classified documents enclosed with or attached to them. An example is a letter with classified enclosures. The transmittal document itself may contain information classified as high or higher than the documents transmitted. More often, though, the transmittal document itself is unclassified or classified at a lower level than the transmitted documents.

a. If the transmittal contains information classified higher than or at the same level as the documents it is transmitting, mark it as you would any other classified document. If any special control notices discussed in subsection 5-208, above, apply to the documents transmitted, place them on the face of the transmittal document.

b. If the information in the transmittal document is unclassified or classified at a lower level than one or more of the attachments or enclosures, mark the

transmittal document as follows:

(1) Mark the face of the transmittal document conspicuously, top and bottom, with the highest classification found in it or any of the documents transmitted. (Example: An unclassified transmittal document has one Secret and two Confidential attachments. Mark the face of the transmittal document “SECRET.”)

(2) Mark the face of the transmittal document to show its status when separated **from** the classified material. Examples include: “UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED ENCLOSURES,” “UNCLASSIFIED WHEN ATTACHMENT 2 IS REMOVED,” “CONFIDENTIAL UPON REMOVAL OF ENCLOSURES,” or a similar statement.

(3) If any of the special control notices described in subsection 5-208, above, apply to the transmittal document or any enclosures, place them on the face of the transmittal document.

(4) Transmittal documents that are classified standing alone must be marked like other classified documents. Unclassified transmittal documents shall not be portion marked. The marking of classification at the top and bottom of interior pages of an unclassified transmittal document is not necessary.

5-302 Classification by Compilation

When a document consisting of individually unclassified items of information is classified by compilation (see subsection 2-400, above), the overall classification shall be marked conspicuously at the top

and bottom of each page and the outside of the front and back covers (if there are covers). An explanation of the basis for classification by compilation shall be placed on the face of the document or included in the text. Mark the portions in accordance with paragraph 5-206c, above.

5-303 **Translations**

Translations of U.S. classified information into a foreign language shall be marked with the appropriate U.S. classification markings and the foreign language equivalent. (See Appendix F for foreign language classifications.) **They** must also clearly show the United States as the country of origin.

5-304 **Information Transmitted Electronically**

Information transmitted electronically, such as messages to be retained as permanent records, rather than those that are facsimile (FAX) transmissions, must be marked as required by this chapter for any other classified **document**, with the following special provisions:

- a. The first item in the text must be the overall classification of the information.
- b. For information printed by an automated system, overall and page markings may be applied by that system, provided they stand out conspicuously from the text. In older systems, this may be achieved by surrounding the markings with asterisks or other symbols.
- c. A properly completed "Classified by" or "Derived from" line, ("Reason," when appropriate), declassification instructions, and downgrading instructions (when appropriate) must be included in the last line. Declassification and downgrading instructions shall not be used for information containing Restricted Data or Formerly Restricted Data. The abbreviations "CLASS" for "Classified by," "RSN" for Reason," **DECL**" for "Declassify on," "DERV" for "Derived from," and "DNG" for "Downgrade to" may be used.

5-305 **Documents and Material Marked for**

Training Purposes

Documents and material that contain no classified information, but are marked with classification markings for training purposes, must also have a marking which clearly shows that they are actually unclassified. A suitable marking shall be placed on each page of the document, for example, "Unclassified - Marked Classified for Training Only."

5-306 **Files, Folders, and Groups of Documents**

Classified files, folders, and similar groups of documents must have clear classification markings on the outside of the folder or holder. Attaching a **classified** document cover sheet (Standard Forms 703, 704, or 705) to the front of the folder or holder **will** satisfy this requirement. These cover sheets need not be attached when the item is in secure storage.

5-307 **Printed Documents Produced by AIS Equipment**

Because of the volume and nature of the printed products of automated information systems (AISs), special provisions for marking some **AIS-generated** documents are required. These special provisions do not apply to documents produced by AISs that function as word processing systems. Documents produced on these AISs are marked like other documents. **The** exceptional provisions are:

- a. Classification markings on interior pages of **fan-**folded printouts are required. These markings may be applied by the AIS equipment even though they may not meet the normal test of being conspicuous.
- b. Special control notices, identification of classification sources, and downgrading and declassification instructions must either be marked on the face of the document or be placed on a separate sheet of paper attached to the front of the document.
- c. Portions of AIS printouts removed for separate use or maintenance shall be marked as individual documents.

Section 4

Marking Special Types of Materials

5-400 **General Policy Statement**

When classified information is contained in AIS media, audiovisual media, hardware and equipment, or

other media not commonly thought of as documents, the provisions of subsection 5-100, above, must be met in a way that is appropriate to the type of material. The main concern is that holders and users of the material

are clearly warned of the presence of classified information needing protection. The information provided by other markings required by this chapter must also be made available, either on the item or in documentation that accompanies it. Particular exceptions are as noted in subsections 5-401 through 5-408, below.

5-401 **Blueprints, Schematics, Maps, and Charts**

Blueprints, engineering drawings, charts, maps, and similar items not contained in a **classified** document must be marked with their overall classification. The classification marking must be unabbreviated, must be conspicuous, and should be applied top and bottom if possible. **The** legend or title must also be marked to show its classification. An abbreviated marking in parentheses following the legend or title may be used. If the blueprints, maps and other items are large enough that they are likely to be rolled or folded, classification markings must be placed to be visible when the item is rolled or folded. For guidance on marking these items when they are pages of a classified document, see subparagraph 5-206a.(3), above.

5-402 **Photographs, Negatives, and Unprocessed Film**

a. Photographs and negatives must be marked with the overall classification of information they contain. Photographs should be marked on the face, if possible. If this cannot be done, the classification marking may be placed on the reverse side. Other markings required by this chapter shall be placed on photographs along with the classification marking, or will be included in accompanying documentation.

b. Roll negatives and positives, and other film containing classified information must be marked with their overall classification. **This** marking must be placed either on the film itself or on the canister, if one is used. If placed on the film itself, the marking must be placed at the beginning and end of the roll.

5-403 **Slides and Transparencies**

a. Slides and transparencies shall have the overall classification and special control notices (detailed in subsection 5-208, above) marked on the image area of the item and also on the border, holder, or frame. Information on the image area of the item **shall** be portion marked in accordance with subsection 5-206, above. **Other** required security markings may be placed in the image area; on the border, holder, or frame; or in documentation accompanying the item.

b. If a group of slides or transparencies is used together and maintained together as a set, each slide or

transparency must have the classification marking and special control notices on it. The other required security markings may be placed on the first slide or transparency in the set; these markings are not needed on the other slides or transparencies. Slides or transparencies that are permanently removed from a set must be marked as a separate document.

5-404 **Motion Picture Films and Videotapes**

Classified motion picture films and videotapes must be marked with their classification and any appropriate control notices at the beginning and end of the played or protected portion. Other required security markings shall be placed at the beginning of the projected or played portion. Reels and cassettes shall be marked with the overall classification of the item and kept in containers marked with the classification and other required security markings.

5-405 **Sound Recordings**

Sound recordings containing classified information must have an audible statement of their classification at the beginning and end. Reels or cassettes shall be marked with the overall classification of the item and kept in containers marked with the classification and other required security markings.

5-406 **Microforms**

Microfilm, microfiche, and similar media must have their overall classification marked in the image area that can be read or copied. They also must have this marking applied so it is visible to the unaided eye. Other required security markings shall be either placed on the item or included in accompanying documentation.

5-407 **Removable AIS Storage Media**

Removable storage media include magnetic tape reels, disk packs, diskettes, CD-ROMs, removable hard disks, disk cartridges, optical disks, paper tape, reels, magnetic cards, tape cassettes and micro-cassettes, and any other device on which data is stored and which normally is removable from the system by the user or operator. All such devices bearing classified information must be conspicuously marked with the highest level of classification stored on the device and any special control notices that apply to the information using one of the labels specified in subsection 5-409, below. As an exception, in the case of CD-ROMs, the label may be **affixed** to the sleeve or container in which the CD-ROM is stored. Other information normally provided by document markings (e.g., "classified by" and "declassify on" lines) shall be available as follows:

a. If the information is stored in readily accessible format on the device, it does not have to be marked on the outside of the device. As an example, if classified files or documents prepared with a word processor are stored on a floppy diskette, and each file bears its own declassification instructions as entered with the word processor, the diskette does not need to be marked with declassification instructions. **This** should be true with respect to most diskettes containing classified word processing files and documents, even though a few of them may not have all of the prescribed markings.

b. If the required information is not stored in readily accessible format on the device, it must be marked on the outside of the device (normally with a sticker or tag) or placed on documentation kept with the device.

5-408 **Fixed and Internal AIS Storage Media**

System managers shall ensure that **AISs**, including word processing systems, provide for classification designation of data stored in internal memory or maintained on fixed storage media.

5-409 **Standard Form (SF) Labels**

a. If not marked otherwise, AIS storage media and other items covered by this Section must be marked with the following labels:

- (1) SF 706- TOP SECRET
- (2) SF 707- SECRET
- (3) SF 708- CONFIDENTIAL
- (4) SF 709- CLASSIFIED
- (5) SF 710- UNCLASSIFIED
- (6) SF711 - DATA DESCRIPTOR

b. SF711 should be used any time classified AIS storage media are removed from the office in which they were created. There is no intention to require use of SF710 in environments where no classified information is created or used. SF 709 should not be used if the appropriate classification label (SF 708, SF 707, or SF 706) is available.

5-410 **Intelligence Information**

a. Additional security controls and markings are established for the dissemination of intelligence information. Appendix E contains a reprint of the current Director of Central Intelligence Directive (**DCID**) 1/7. The **DCID 1/7** establishes policies, controls and procedures for the dissemination and use of intelligence information and is applicable to classifiers of intelligence information.

b. The DCID eliminates several markings. Refer to the DCID for instructions on marking and releasing procedures for information marked with the following obsolete caveats:

Not Releasable to Foreign Nationals
(**NOFORN**)

Release to (REL TO)

Warning Notice-Intelligence Sources or
Methods Involved (**WNINTEL**)

Not Releasable to Contractors/Consultants
(**NOCONTRACT** or **NC**)

c. Information previously marked **NOFORN** continues to be non-releasable to foreigners and must be referred to the originator. **NOFORN** is not authorized for new classification decisions. A limited amount of information will contain the marking **US ONLY**. This information cannot be shared with any foreign government. As with all disclosure decisions, the National Foreign Disclosure Policies must be adhered to.

Section 5

Changes in Markings

5-500 **Downgrading and Declassification in** Accordance with Markings

a. When a document or item of material is marked for downgrading or declassification on a date or event, the downgrading or declassification is automatic at the specified time unless word to the contrary has been received from the originator or other authority. There

is no requirement to refer the material to the originator on that date for a downgrading or declassification decision. If a holder of the material has reason to believe it should not be downgraded or declassified, he or she shall notify the originator through appropriate administrative channels. The document or material shall continue to be protected at the originally assigned level of classification until the issue is resolved.

b. When a document is declassified automatically in accordance with declassification markings appearing on it, the overall and page markings on the document should be canceled, if practical. For a bulky document, where canceling each page marking is not practical, cancel at least the markings on the cover (if one exists), title page (if one exists), and the **first** page.

c. If a document is downgraded **in accordance with its markings, cancel the old classification markings and substitute the new ones.** As a **minimum, the markings on the cover (if one exists), title page (if one exists), and the first page must be changed.**

5-501 Downgrading and Declassification Earlier Than Scheduled

If a document is declassified or downgraded earlier than indicated by its markings, the rules-for remarking in subsection 5-500, above, must be followed. In addition, place the following information on the document:

a. The date of the downgrading or declassification remarking.

b. The authority for the action (e.g., the identity of the original classifier who directed the action, or identification of the correspondence or classification instruction that required it). When possible, file a copy of the correspondence authorizing the downgrade or declassification with the document.

5-502 Upgrading

If a document is upgraded, all classification markings affected by the upgrading must be changed to the

new markings. Also place the following information on the document:

a. The date of the remarking.

b. The authority for the action (e.g., the identity of the original classifier who directed the action, or identification of the correspondence or classification instruction that required it).

5-503 Posted Notice on Bulk Quantities of Material

If the volume of material involved in a declassification, downgrading, or upgrading action is so large that individually remarking each item would cause serious interference with operations, the custodian may attach a notice to the inside of the storage unit providing the information required by subparagraph 5-500, 5-501, or 5-502, above, whichever applies. When individual documents are removed from the storage unit, they must be marked in the manner prescribed under subsection 5-500, above. If documents are removed to be transferred to another storage unit, they need not be remarked if the new storage unit also has a proper notice posted.

5-504 Extensions of Duration of Classification

If information has been marked for declassification at 10 years from its date of classification and the duration of classification is subsequently extended, the "Declassify on" line shall be changed to show the new declassification instructions, the identity of the OCA or other authority authorizing the extension, and the date of the action. (Example: "Declassify on: Classification extended on 1 Dec. 2000 until 1 Dec 2010 by D. Jones, Ch., Div 5.")

Section 6

Remarking and Using Old Classified Material

5-600 Old Markings Can Remain

Some classified documents and other material are still in use that were marked in accordance with E.O. 12356 and earlier orders. **There** is no need to remark this **material** with the new declassification and downgrading instructions specified by E.O. 12958. If the material is marked for automatic downgrading or declassification on a date or event, downgrade or declassify it in accordance with those markings. If the material is of permanently historical value and does not show a specific declassification date or event, it will be subject to the automatic declassification provisions of E.O. 12958 as it reaches 25 years from its date of

origin.

5-601 Earlier Declassification and Extension of Classification

The requirements for declassification and for extension of classification found in Chapter 4 of this Regulation apply to information classified under E.O. 12356 and earlier Executive orders, as well as to information classified under the current Executive Order.

Section 7

Foreign Government Information/Equivalent U.S. Classification Designation

5-700 General

Classification designations for foreign government information in many cases do not parallel U.S. classification designations. Moreover, many foreign governments and international organizations have a fourth level of classification that generally translates as “Restricted,” and a category of unclassified information that is protected by law in the originating country and is provided on the condition that it will be treated “in confidence.” A table of U.S. and foreign government classification markings is at Appendix F.

5-701 Marking NATO Documents

NATO classified documents (i.e., documents prepared by or for NATO and NATO member nation documents that have been released into the NATO security system and which bear a NATO classification marking) shall be marked in compliance with USSAN Instruction 1-69.

5-702 Marking Other Foreign Government Documents

a. Except as described in subparagraph b., below, other foreign government classified documents shall be marked in English to identify the originating country and the applicable U.S. classification designation. If a classification designation has been applied to a foreign document by the originator, and it is the applicable U.S. English language designation, only the identity of the originating country need be applied to the document. Examples:

(1) A German document marked “**Geheim**” would be marked:

GERMAN SECRET

(2) AUK document marked “**SECRET**” would be marked:

UK SECRET

b. Foreign government documents that are marked with a classification designation which equates to Restricted, and unclassified foreign government documents that are provided to a DoD

Component on the condition that they will be treated “in confidence,” shall be marked to identify the originating government and whether they are Restricted or provided “in Confidence” Additionally, they shall be marked “**CONFIDENTIAL - Modified Handling**” and be protected in accordance with section 6-600, below. Example:

A French document marked “**Diffusion Restreinte**” would be marked:

FRENCH RESTRICTED INFORMATION
Protect as
CONFIDENTIAL-Modified Handling

5-703 Marking of Foreign Government and NATO Information in DoD Documents

a. When used in DoD documents, foreign government information (**FGI**) must be marked to prevent premature declassification or unauthorized disclosure. To satisfy this requirement, U.S. documents that contain foreign government information shall be marked on the cover or first page, “THIS DOCUMENT CONTAINS (indicate country of origin) INFORMATION.” In addition, the portions shall be marked to identify the classification level and the country of origin, e.g., (UK-C); (GE-C). If the identity of the foreign government must be concealed, the cover or first page of the document shall be marked, “THIS DOCUMENT CONTAINS FOREIGN GOVERNMENT INFORMATION,” and applicable paragraphs shall be marked FGI together with the appropriate classification (**FGI-S**). The identity of the foreign government shall be maintained with the record copy which must be appropriately protected.

b. The “Derived From” line shall identify the U.S. as well as foreign classification sources. If the identity of the foreign government must be concealed, the “Declassify on” line shall contain the notation, “Originating Agency Determination Required,” or “OADR.” and the identity of the foreign government maintained with the record copy and protected as in paragraph 5-703a., above. A U.S. document marked as described herein, shall not be downgraded below the highest level of foreign government information contained in the document or be declassified without the written approval of the foreign government that originated the information. Recommendations

concerning downgrading or declassification shall be submitted through the DoD entity that created the document to the originating foreign government.

c. DoD classified documents that contain extracts of NATO classified information shall be marked as follows on the cover or first page: “THIS DOCUMENT CONTAINS NATO CLASSIFIED INFORMATION.” Portions **shall** be marked to identify the NATO information (e.g., N-S). All other markings prescribed in subsection 5-102, above, are applicable to these documents.

d. When NATO or other foreign government RESTRICTED information is included in otherwise unclassified DoD documents, the following statement shall be **affixed** to the top and bottom of the page containing the information: “This page contains (indicate NATO or country of origin) RESTRICTED information.” The Restricted portions shall be portion marked (e.g., **(NR)**; (UK-R), **(NR)**.” The cover, (or first page, if no cover) of the document shall contain the following statement “This document contains NATO Restricted information not marked for declassification (date of source) and shall be safeguarded in accordance with USSAN 1-69.

5-704 Marking for Transfer to Archives

When classified records are to be **transferred** for storage or archival purposes to the National Archives and Records Administration or to other locations, the records that accompany them shall identify the boxes that contain foreign government documents as well as DoD documents containing foreign government information.